

KENTUCKY STATE CLEARINGHOUSE

SPOC: Ms. Lee Nalley

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Frankfort, Kentucky 40601

Lee.Nalley@ky.Gov



About the State Clearinghouse

- Authority:
 - The Authority for the Intergovernmental Review Process is Executive Order 12372, a presidential directive that gives all 50 states the right and authority to submit all requests for federal funding within the state to a State Single Point of Contact (SPOC)

Purpose of Clearinghouse

- Responsibility:
 - The responsibility of the Clearinghouse is to distribute projects to all state agencies or related bodies, including the Area Development Districts that would be impacted by the project

Intended Purpose

- Purpose:
 - Improve communication across the state
 - Inform the State Agencies of the “who, what, when and where” projects will be in their area
 - Inform the Applicants of any adverse impacts their projects may have from the State Agencies and what they must complete before the project begins
 - Inform the Applicants of the positive impacts that their projects will have on the community

Clearinghouse Application Process

- Applicant:
 - Applicant requests a user id & password to use the eclearinghouse system
 - Applicant logs into their workbasket
 - Applicant enters an application
 - Applicant completes appropriate form



For other Kentucky
Government sites visit:
Kentucky.gov



[User Assistance](#)

[KIA Mapping Portal](#)



KY e-Clearinghouse is a Bobby compliant
Website.

KY e-Clearinghouse

Search KY:  Advanced... 

NEW APPLICANTS

Setup your account today so you can:

- Submit Drinking Water/Wastewater Project Applications.
- Save partially completed applications until you have time to finish.
- Review the status of previously submitted applications.

[Setup My Account](#)

EXISTING USERS

User ID: Password:

[Forgot my Password](#)

This site is designed for 1024x768 resolution and is using Medium fonts
in order to set to medium font change IE options [View --> Text size --> Medium]

If you are unable to navigate through this site, please contact the Clearinghouse staff
at 1-800-346-5606 for grant application assistance.



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All rights reserved.
Last Revised: April 04 2005

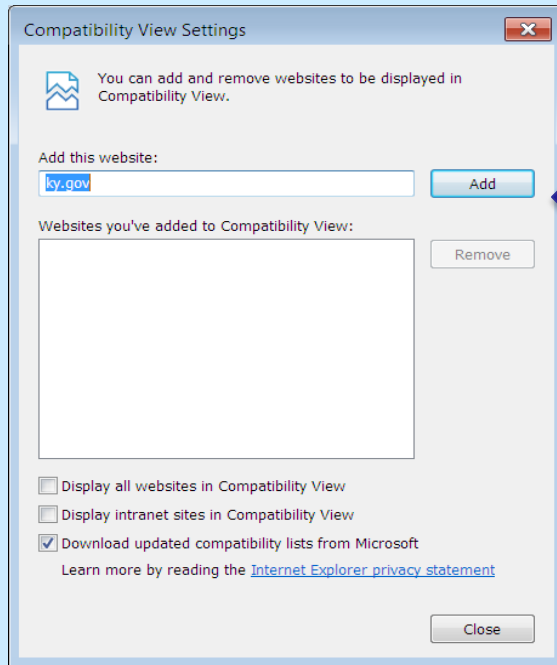
Internet Explorer browser window showing the Kentucky e-Clearinghouse website. The address bar displays <https://eclearinghouse.ky.gov/>. The Tools menu is open, highlighting **Compatibility View settings**, with a blue arrow pointing to it. The main content area displays the instruction: "Before you log in be sure to follow these instructions for Compatibility View Settings."

Below the instruction is a login section titled **EXISTING USERS** with the following fields and buttons:

- User ID:
- Password:
-
- [Forgot my Password](#)

At the bottom of the page, a disclaimer states: "This site is designed for 1024x768 resolution and is using Medium fonts in order to set to medium font change IE options [View --> Text Size --> Medium]. You must use Internet Explorer for the e-Clearinghouse to work properly. If you are unable to navigate through this site, please contact the Clearinghouse staff at 1-800-346-5606 for grant application assistance."

The footer includes the Kentucky logo and copyright information: "Copyright © 2002-2003 Commonwealth of Kentucky. All rights reserved. Last Revised: February 04 2008".



Click Add, ky.gov will go in the big box, then click close.

Be sure to click- Show all content.

KY e-Clearinghouse is a Bobby compliant Website.

Search KY: [Advanced...](#)

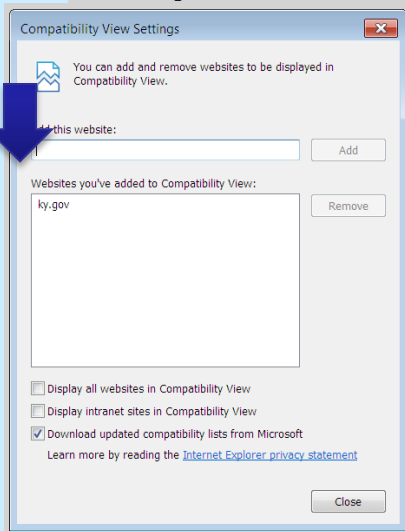
KY e-Clearinghouse



100%



8:48 AM
7/7/2015



Workbasket: Kentucky e-Clearinghouse - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back

Search

Favorites

Address https://eclearinghouse.ky.gov/WBAApplicant_F.asp?Err=&hidMenu=0&SessionID={0534740A-DF7B-4FB9-983A-6343F7B12EDC} Links »



My Applications

Apply for Funding

Search

Administration

Reports

Log Out

KY e-Clearinghouse

Workbasket

SAI Number	Title	Submitted	Status	Status Date	Finding	County

View Agency Reviews

Withdraw App

Archive

View/Edit App

Funding Detail

User Access

User: APPlée

Workbasket

Need help? Click [here](#)

Done

start

Inbox - Micro...

Clearing Hous...

Microsoft Pow...

Workbasket: ...

Workbasket: ...

Trusted sites

2:13 PM

Applicants Workbasket

https://eclearinghouse.ky.gov/WBApplicant_F.asp?hidMenu=0&SessionID=...

File Edit View Favorites Tools Help

Google

KY e-Clearinghouse

My Applications

Apply for Funding

Enter Application

Search

Administration

Reports

Log Out

User: APPllee

KY e-Clearinghouse

Apply For Funding * Required Fields

Project Type

Required forms:

Form	Status

Special Note Relating to Water or Sewer:
Clearinghouse Letter on each project submitted has been "Endorsed" will be considered for funding.

Certification of Information:

I certify that all the information submitted is true and correct. I am aware that the proposed project may be subject to changes in the information provided.

☐ Please check the box as co-owner to complete the application.

Project Type List:
CDBG HOME (PUBLIC FACILITIES)
CMAQ (CONGESTION MITIGATION AIR QUALITY)
COMMUNITY DEVELOPMENT
CONSUMER PROTECTION
CULTURAL AFFAIRS
DISASTER AND RELIEF
EDUCATION
EMERGENCY SHELTER
EMPLOYMENT, LABOR, AND TRAINING
ENERGY
ENVIRONMENTAL QUALITY
EQUIPMENT
FEMA
FISH AND WILDLIFE
FOOD AND NUTRITION
FORESTRY ASSISTANCE
HEAD START/EARLY HEAD START
HEALTH
HOMELAND SECURITY
HOUSING COUNSELING GRANT
INCOME SECURITY AND SOCIAL SERVICES
INFORMATION AND STATISTICS
KHC HOME (KY HOUSING CORP)
LABOR
LAW, JUSTICE AND LEGAL SERVICES
LWCF (LAND AND WATER CONSERVATION FUND PROGRAM)
NATURAL RESOURCES
NSP-CDBG
OTHER
PARKS AND BATTLEFIELD

County:
FRANKLIN
MARSHALL
FRANKLIN
FRANKLIN
JEFFERSON

Buttons: Complete, Open Form, Clear Form, Close

User: APPllee Apply For Funding Need help? Click [here](#)

1. Click "Apply for Funding", "Enter Application"
2. Select the type of project- Homeland Security
3. Click the "Select" button

424 Form

https://eclearinghouse.ky.gov/?ProjTypePK={15A00059-CF30-46EB-8528-54A903303EBC}&Err=&hid...

KY e-Clearinghouse

Apply For Funding * Required Fields

Project Type: HOMELAND SECURITY [Select](#)

Required forms:

Form	Required	Last changed User	Last changed Date	Status
Federal Application Form 424	Mandatory			

Special Note Relating to Water or Sewer Projects: All appropriate funding agencies (state and federal) will receive the Clearinghouse Letter on each project submitted. Only those projects with a Clearinghouse Letter which cites that the project has been "Endorsed" will be considered for funding.

Certification of Information:

I certify that all the information submitted in the funding application is true, accurate and complete. I am aware that the proposed project may be deleted from further consideration should it be determined there are significant changes in the information provided and/or false, inaccurate or incomplete information has been given.

☐ Please check the box as confirmation that you agree with the certification statement before being able to complete the application. (Please note: the application may only be certified by the application owner.)

[Complete](#) [Open Form](#) [Clear Form](#) [Close](#)

User: APPlée Apply For Funding Need help? Click [here](#)

1. Click one time on the line with the 424 to highlight it
2. Click the "Open Form" button

Filling out the 424

- Fill out all fields with the asterisk *
- Choose from the drop down boxes the applicable responses
- Note the 4 tabs across the top of the 424

KY e-Clearinghouse

Application for Federal Assistance:

* Required Fields

Application/Applicant	Project	Budget	Budget(Cont'd)
Applicant ID: <input type="text"/> 1.Type of Submission: ** CONSTRUCTION APPLICATION <input type="button" value="v"/> State App Identifier: <input type="text"/> Federal Identifier: <input type="text"/>		2.Date Submitted: <input type="text"/> mmddyyyy 3.Date Received by State: <input type="text"/> mmddyyyy 4.Date Received by Federal Agency: <input type="text"/> mmddyyyy Duns Number: <input type="text"/>	
APPLICANT INFORMATION:			
Legal Name: ** Franklin County Organizational Unit: <input type="text"/> 6.FEIN Number: <input type="text"/> Contact First Name: ** Ms. Lee Contact Last Name: ** Nalley Contact Phone: ** (502) 573-2382 7.Applicant Type: ** COUNTY <input type="button" value="v"/> 8.Application Type: ** NEW <input type="button" value="v"/> 9.Federal Agency Name: ** HOMELAND SECURITY <input type="button" value="v"/>	Company Name: ** Franklin County Address line 2: ** 100 Anywhere City: ** Frankfort State: ** KENTUCKY <input type="button" value="v"/> Zipcode: ** 40601 Email: ** Lee.Nalley@ky.gov		
BASIC PROJECT INFORMATION:			
Project Type: <input type="text"/> HOMELAND SECURITY <input type="button" value="v"/> <small>Characters allowed: 240 Characters entered: 46</small> Project Title: ** Security Cameras on Franklin County Courthouse County: ** FRANKLIN <input type="button" value="v"/> 12.Areas Affected: <input type="text"/>	Project Number: <input type="text"/> Multiple County: <input type="checkbox"/>		
ESTIMATED FUNDING:			
* Please enter one non-zero amount in at least one of the fields, do not put in zeros.			
a.Federal: <input type="text"/> \$ 100,000.00 b.Applicant: <input type="text"/> c.State: <input type="text"/> d.Local: <input type="text"/>	e.Other: <input type="text"/> f.Program Income: <input type="text"/> g.Total: <input type="text"/> \$ 100,000.00		

View Map

Save

Cancel

Close



Top half of the project tab page

https://eclearinghouse.ky.gov/?SessionID={00CF5536-D32A-45EC-8BD5-693E82B752F8}&ApplicationPK={ - Windows Internet Explorer

KY e-Clearinghouse

Application for Federal Assistance: * Required Fields

Application/Applicant	Project	Budget	Budget(Cont'd)
10. CFDA Information: **			
CFDA Number	CFDA Title		
For more CFDA info Click: here			
11. Proposed Start Date:			
12. Congressional Districts:			
13. Is Application subject to review by State Executive:			
<input checked="" type="radio"/> Yes. This Preapplication-Application was made through the 12372 process for review on *			
<input type="radio"/> No.			
14. Is the Application delinquent on any Federal delinquency:			
<input type="radio"/> Yes. Explanation			
<input checked="" type="radio"/> No.			
15. Project Description:			
* <div></div>			
Project Description needs to have a site address and the who, what, when and where of the project.			
ADDITIONAL INFORMATION:			
If this proposal is state			
District Name			

Grant Tracking System * Required Fields

CFDA Number: 97.067
CFDA Title: Homeland Security

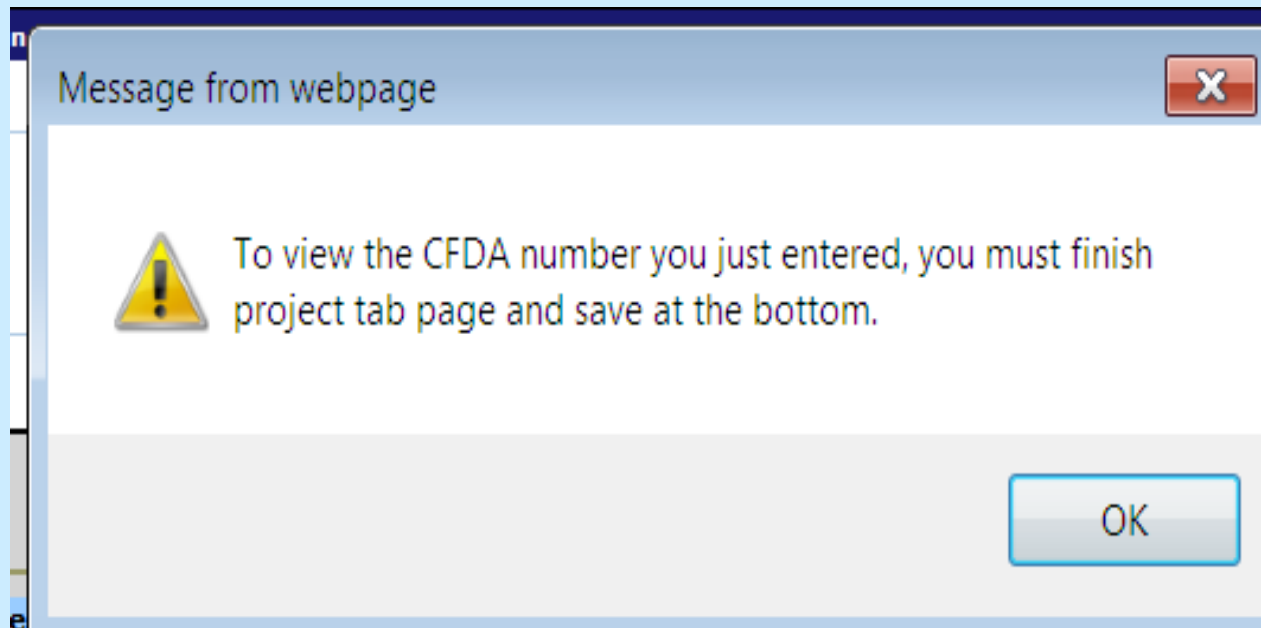
User: APlee Grant Tracking System Need help? Click [here](#)

Click -New CFDA
Type in the CFDA number and Title
Click- Save then Close

11:10 AM 7/7/2015

This message will pop up, if you get this message you did it correct.

It means, you won't be able to see the CFDA number in the box till this page has been saved at the bottom of the page.



Bottom half of the project tab page

https://eclearinghouse.ky.gov/?SessionID={00CF5536-D32A-45EC-8BD5-693E82B752F8}&ApplicationPK={ - Windows Internet Explorer

KY e-Clearinghouse

Application for Federal Assistance: * Required Fields

Application/Applicant	Project	Budget	Budget(Cont'd)
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10. CFDA Information: **

CFDA Number	CFDA Title

For more CFDA info Click: [here](#)

New CFDA Edit CFDA

11. Proposed Start Date: * 08/01/2015 mmddyyyy End Date: * 08/01/2016 mmddyyyy

12. Congressional Districts: * CONGRESSIONAL DISTRICT SIX

13. Is Application subject to review by State Executive Order 12372 process?


☒ Yes. This Preapplication-Application was made available to the State Executive Order 12372 process for review on * 07/07/2015 mmddyyyy (Put Today's Date Here)

☐ No.

14. Is the Application delinquent on any Federal debt?

☐ Yes. Explanation Characters allowed: 240 Characters entered: 0

☒ No.

15. Project Description:  Characters allowed: 2800 Characters entered: 230

Purchase and install 10 security cameras located at all the entrances and in hall ways through out the courthouse for the protection of the citizens of Franklin County. The courthouse is located at 100 Anywhere Street, Frankfort.

Project Description needs to have a site address and the who, what, when and where of the project.

ADDITIONAL INFORMATION:

If this proposal is statewide in nature, how much money will be spent in each Area Development District ?

District Name	Amount

Enter a to the point Project Description, what it is that is being purchase or built and where.
Click- Save

If this is a construction project then you are to do the Budget Tab.

https://eclearinghouse.ky.gov/?ApplicationPK={51706437-FD00-4BA0-8BD7-60A4447F9921}&hidMenu=1&S - Windows Internet Explorer

Note: This Budget information below is for display purpose only, to add or edit Budget information click on 'Add/Edit Budget' button below.

Grant Program Function or Activity	Estimated Unobligated Funds			New or Revised Budget		Total
	CFDA	Federal	Non-Federal	Federal	Non-Federal	
RD Community Facilit	10.766					
Totals						

Grant Program Function or Activity	Object Class Categories					Contractual (f)
	Personal (a)	Fringe Benefits (b)	Travel (c)	Equipment (d)	Supplies (d)	
RD Community Facilit						
Totals						

Grant Program Function or Activity	Object Class Categories				Totals (sum of i and j)
	Construction (g)	Other (h)	Total Direct Charges (i)(sum of a-h)	Indirect Charges (j)	
RD Community Facilit					
Totals					

Grant Program	Program Income
RD Community Facilit	\$0.00

View Map Add/Edit Budget Close

100% 18 NEWS

10:28 AM 7/7/2015

Click-Add/Edit Budget

https://eclearinghouse.ky.gov/?SessionID={00CF5536-D32A-45EC-8BD5-693E82B752F8}&hidMenu=1&Appli - Windows Internet Explorer

KY e-Clearinghouse

Application Budget * Required Fields

Grant Program/Activity		Summary/Category		Resources	Other Info
Grant Program/Activity:					
CFDA Number	Grant Program Name	Activity Number	Activity Name		
10.766	Homeland Security				

Double Click the CFDA number from above to enter the dollar amount only.

Budget Summary [Section A]:

Estimated Federal:

Estimated Non-Federal:

New or Revised Federal:

New or Revised Non-Federal:

Total:

Budget Category [Section B]:

a. Personnel:

b. Fringe Benefit:

c. Travel:

d. Equipment:

e. Supplies:

f. Contractual:

g. Construction:

h. Other:

i. Total direct charges (Sum of 6a-6h):

j. Indirect Charges:

k. Total (Sum of 6i and 6j):

User: APPlée Application Budget Need help? Click [here](#)

Skip the opening tab-Grant Program/Activity
 Click-Summary Category
 Double Click-On the CFDA Number (10.766)

After double clicking on the CFDA number this will open up the zero's.

Type in the fields to reflect your budget.

Be sure to do both sections.

https://eclearinghouse.ky.gov/?SessionID={00CF5536-D32A-45EC-8BD5-693E82B752F8}&hidMenu=1&Appli - Windows Internet Explorer

KY e-Clearinghouse

Application Budget * Required Fields

Grant Program/Activity	Summary/Category	Resources	Other Info
Grant Program/Activity:			
CFDA Number	Grant Program Name	Activity Number	Activity Name
97.057	Homeland Security		

Double Click the CFDA number from above to enter the dollar amount only.

Budget Summary [Section A]:

Estimated Federal:	\$ 0.00
Estimated Non-Federal:	\$ 0.00
New or Revised Federal:	\$ 0.00
New or Revised Non-Federal:	\$ 0.00
Total:	

Budget Category [Section B]:

a. Personnel:	\$ 0.00
b. Fringe Benefit:	\$ 0.00
c. Travel:	\$ 0.00
d. Equipment:	\$ 0.00
e. Supplies:	\$ 0.00
f. Contractual:	\$ 0.00
g. Construction:	\$ 0.00
h. Other:	\$ 0.00
i. Total direct charges (Sum of 6a-6h):	
j. Indirect Charges:	\$ 0.00
k. Total (Sum of 6i and 6j):	

Save Budget Delete Budget Cancel

Close

User: APPLee App

Click- Save Budget
Click- Close

Need help? Click [here](#)

18 NEWS

11:16 AM
7/7/2015

If this is a non-construction project then you are allowed to skip the last tab, Budget Tab. Click Close at the bottom of the page.

The screenshot shows the 'KY e-Clearinghouse' 'Apply For Funding' window. The 'Project Type' is set to 'RURAL DEVELOPMENT'. A table titled 'Required forms:' lists the 'Federal Application Form 424' as 'Mandatory', last changed by 'APPlée' on '07/07/2015', with a status of 'Incomplete'. Below this is a 'Special Note Relating to Water or Sewer Projects' and a 'Certification of Information' section. A checkbox is present for confirming the certification statement. At the bottom are 'Complete', 'Open Form', 'Clear Form', and 'Close' buttons. Blue arrows point to the 'Complete' button, the 'Close' button, and the checkbox area.

Required forms:

Form	Required	Last changed User	Last changed Date	Status
Federal Application Form 424	Mandatory	APPlée	07/07/2015	Incomplete

Special Note Relating to Water or Sewer Projects: All appropriate funding agencies (state and federal) will receive the Clearinghouse Letter on each project submitted. Only those projects with a Clearinghouse Letter which cites that the project has been "Endorsed" will be considered for funding.

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☐ Please check the box as confirmation that you agree with the certification statement before being able to complete the application. (Please note: the application may only be certified by the application owner.)

Buttons: Complete, Open Form, Clear Form, Close


Takes you back to the Fed app 424 page
Click in the box and hit Complete
Click close

Workbasket: Kentucky e-Clearinghouse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address http://kydevesxggsb3/echtest/WBApplicant_F.asp?hidMenu=0&SessionID={5AAB4545-70CF-4175-A8E2-61D9F4787509} Links »

 **KY e-Clearinghouse**

My Applications

- Apply for Funding
- Search
- Administration
- Reports
- Log Out





Workbasket

SAI Number	Title	Submitted	Status	Status Date	Finding	County
KY200705140003	EDMONSON COUNTY WA	05/14/2007	Submitted	05/14/2007		EDMONSON

View Agency Reviews Withdraw App Archive View/Edit App Funding Detail User Access

User: TestUser Workbasket Need help? Click [here](#)

Closing goes back to the Workbasket
Refreshing to see the project
Click-My Applications
Click Workbasket
This will generate the State Applicant Identifier Number (SAI)

start  Inbox - Micro...  Microsoft Pow...  Clearing Hous...  Workbasket: ... 9:52 AM

Review Process

- After the Applicant receives the SAI number for the project, it is sent to the SPOC for review automatically
- The SPOC assigns reviews to the appropriate agency for their review/comments
- This process can take up to 30 days if construction
- Non-construction projects will take just a few days
- If problems arise, the SPOC will contact the Applicant to rectify the situation

The Endorsement

- After the review is complete by the state agencies, comments are sent to the SPOC
- The SPOC receives all of the Endorsements (which should take no longer than 30 days) unless an application problem arises
- SPOC endorses the project and the “Endorsement Letter” is generated and emailed to the Applicant
- If additional information is requested by the reviewers, the SPOC will contact the applicant for the answers

Thank You!

Questions?

